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ABSTRACT

Suggestions are presented to help public, school, academic, and special libraries celebrate the 200th anniversary of the founding of New York's educational system, known as the University of the State of New York, and its Board of Regents. The University of the State of New York was founded in 1784 by the state legislature; it embraces all education in New York state from kindergarten through graduate and professional school and includes libraries, museums, and other institutions involved in education in its broadest sense. Samples of a commemorative proclamation, a press release, and various media promotion spots are provided. Also presented are ideas for organizing library open house activities; planning a program entitled "The Region Meets the Regent" to commemorate the official launching of the library celebration in April 1984; organizing a local tour of library surroundings; preparing historical exhibitions; presenting a skit about the Regents and Regents Competency Tests; preparing a commemorative calendar and a bicentennial mobile; developing displays and exhibits inside and outside the library; and sponsoring a trivia contest on the history of education and libraries in New York State. A sample commemorative bookmark and a form for reporting library activities to the New York Library Association (NYLA) Regents Bicentennial Committee are provided. (ESR)

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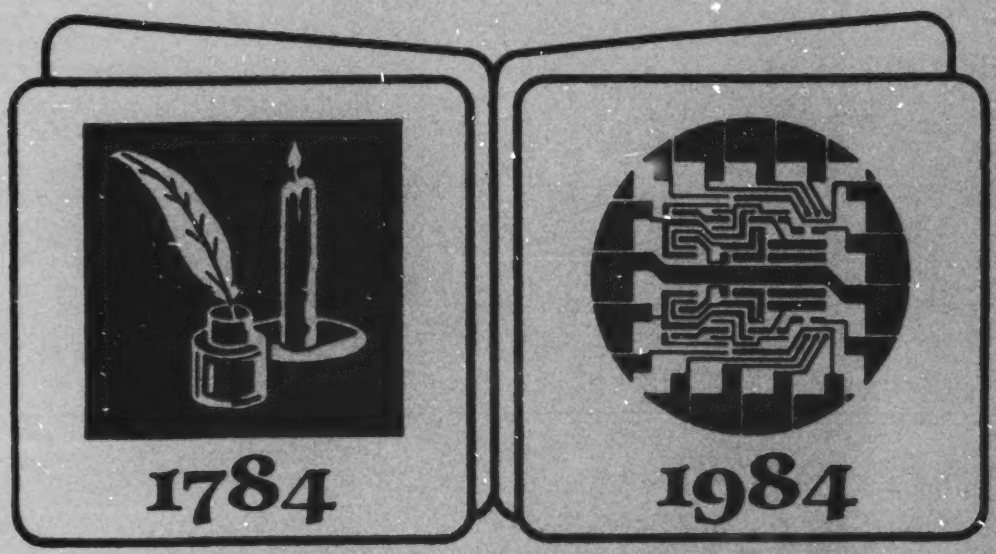
IDEA EXCHANGE

NEW YORK



THE STATE OF LEARNING

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IDEA EXCHANGE

SUGGESTIONS TO HELP LIBRARIES CELEBRATE THE BICENTENNIAL OF THE BOARD OF REGENTS OF THE UNIVERSITY OF THE STATE OF NEW YORK

FEBRUARY 1984

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THE UNIVERSITY OF THE STATE OF NEW YORK

Regents of The University (with years when terms expire)

1988	Willard A. Genrich, Chancellor, LL.B., L.H.D., LL.D., Litt.D., D.C.S., D.C.L., Sc.D.	Buffalo
1987	Martin C. Barell, Vice Chancellor, B.A., I.A., LL.B., LL.D.	Muttontown
1986	Kenneth B. Clark, A.B., M.S., Ph.D., LL.D., L.H.D., D.Sc.	Hastings on Hudson
1989	Emlyn I. Griffith, A.B., J.D.	Rome
1984	Jorge L. Batista, B.A., J.D., LL.D.	Bronx
1986	Laura Bradley Chodos, B.A., M.A.	Vischer Ferry
1984	Louise P. Matteoni, B.A., M.A., Ph.D.	Bayside
1988	J. Edward Meyer, B.A., LL.B., L.H.D.	Chappaqua
1987	R. Carlos Carballada, B.S., L.H.D.	Rochester
1988	Floyd S. Linton, A.B., M.A., M.P.A., D.C.L.	Miller Place
1988	Salvatore J. Sclafani, B.S., M.D.	Staten Island
1989	Mimi Lieber, B.A., M.A.	Manhattan
1985	Shirley C. Brown, B.A., M.A., Ph.D.	Albany
1990	Robert M. Best, B.S.	Binghamton
1990	Norma Gluck, B.A., M.S.W.	Manhattan
1990	Thomas R. Frey, A.B., LL.B.	Rochester

President of The University and Commissioner of Education
Gordon M. Ambach

Executive Deputy Commissioner of Education
Robert J. Maurer

Deputy Commissioner for Cultural Education
Carole F. Huxley

Deputy Commissioner for Elementary, Secondary, and Continuing Education
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Evelyn P. Wright

NYLA has prepared a Bicentennial poster and decal. Supplies of these will be made available to public library systems, reference and research library resources systems, school library system pilot projects, Boards of Cooperative Educational Services and large city school districts.

For your copies, please contact your system!!

FOREWORD

As the Bicentennial honors the founding of the Board of Regents and The University of the State of New York by the State Legislature in 1784, it is appropriate that in 1984 libraries (public, school, academic and special) observe this 200th anniversary by sponsoring appropriate activities.

The theme for the library community, "New York: Where Learning Never Ends - The Library," can serve as the centerpiece for a variety of events.

This kit includes suggestions that might be helpful in planning your celebration. These activities should further the goals of libraries and show that excellence in education requires quality library programs and services.

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IDEA SHEET: NYLA REGENTS BICENTENNIAL COMMITTEE 1984

PROCLAMATION

Whereas, in 1984, The University of the State of New York will celebrate 200 years of education in the Empire State; and

Whereas, the University system is a unique, comprehensive structure which provides strength for our educational system, which is comprised of all educational institutions in the State, including libraries; and

Whereas, the mission of The University of the State of New York is to provide the broadest range of educational programs and services to every citizen of the State and to foster the use of educational resources to advance the State's cultural, scientific and economic development; and

Whereas, the educational opportunities offered students and adults are enhanced and enriched by our libraries - school, public, academic and special; and

Whereas, the Bicentennial of The University of the State of New York and its Board of Regents offers us an opportunity to share the history of our efforts with the larger community and to assess our direction for the future;

Therefore, I _____, _____
title

of _____, do hereby proclaim _____
city

as Regents' Bicentennial (Week) (Day) (Month) in _____.
(City or Town)

IDEA SHEET: NYLA REGENTS BICENTENNIAL COMMITTEE 1984

PRESS RELEASE

FOR IMMEDIATE RELEASE

FOR MORE INFORMATION CONTACT:
_____ ( ) _____

The _____ Library will be joining libraries throughout New York State during 1984 in participating in the Bicentennial observance of the founding of the Board of Regents and The University of the State of New York.

To promote this year-long celebration, the _____ Library will have available materials which patrons may consult within the Library or use outside the Library. These materials on the Bicentennial theme, "New York: The State of Learning, 1784-1984," will also include information about libraries in New York during the 200-year period. This information will have as its theme, "New York: Where Learning Never Ends - The Library."

When visiting the _____ Library, be sure to see the Bicentennial materials. In addition, find out when and where activities commemorating the Bicentennial are taking place. Participate in the Bicentennial programs held both statewide and in _____.

There will be much going on in 1984 with this Bicentennial observance in New York State. Find out all about these events at the _____ Library.

IDEA SHEET: NYLA REGENTS BICENTENNIAL COMMITTEE 1984

MEDIA SPOTS

N Y BOARD OF REGENTS
BICENTENNIAL
30 SEC PSA #1 - RADIO
GOOD THRU DEC. 31, 1984

ANNCR: YOUR NEW YORK BOARD OF REGENTS CELEBRATES TWO HUNDRED YEARS OF LEADERSHIP IN EDUCATION WITH A REMINDER THAT THE PLACE WHERE LEARNING NEVER ENDS IS YOUR LIBRARY. SCHOOL, COLLEGE AND UNIVERSITY LIBRARIES PLAY A KEY ROLE IN THE EDUCATION OF OUR STUDENTS. PUBLIC LIBRARIES ARE LIFE-LONG CENTERS OF LEARNING FOR PEOPLE OF ALL AGES IN ALL WALKS OF LIFE. IF YOU'RE JOB-HUNTING...IF YOU WANT TO LEARN A LANGUAGE...OR LEARN SOMETHING JUST FOR FUN...GO WHERE LEARNING NEVER ENDS - YOUR LIBRARY! THIS MESSAGE IS BROUGHT TO YOU BY STATION _____, SALUTING YOUR NEW YORK BOARD OF REGENTS BICENTENNIAL.

N Y BOARD OF REGENTS
BICENTENNIAL
30 SEC PSA #2 - RADIO
GOOD THRU DEC. 31, 1984

ANNCR: DURING ITS BICENTENNIAL YEAR, YOUR NEW YORK BOARD OF REGENTS SALUTES THE PLACE WHERE LEARNING NEVER ENDS - THE LIBRARY. SCHOOL, COLLEGE AND UNIVERSITY LIBRARIES ARE VITAL TO OUR STUDENTS...PUBLIC LIBRARIES ARE FREE, LIFE-LONG CENTERS OF LEARNING FOR PEOPLE OF ALL AGES. IF YOU WANT INFORMATION TO HELP YOU IN SCHOOL, ON THE JOB, OR JUST FOR ENJOYMENT, GO WHERE LEARNING NEVER ENDS - YOUR LIBRARY. THIS REMINDER COMES FROM STATION _____ AND YOUR NEW YORK BOARD OF REGENTS, CELEBRATING 200 YEARS OF SERVICE TO EDUCATION.

IDEA SHEET: NYLA REGENTS BICENTENNIAL COMMITTEE 1984

MEDIA SPOTS

N Y BOARD OF REGENTS
BICENTENNIAL
60 SEC PSA #3 - RADIO
GOOD THRU DEC. 31, 1984

ANNCR: DURING ITS BICENTENNIAL YEAR, YOUR NEW YORK BOARD OF REGENTS SALUTES THE PLACE WHERE LEARNING NEVER ENDS - THE LIBRARY. FOR TWO HUNDRED YEARS, NEW YORK REGENTS HAVE WORKED TO MAKE NEW YORK A STATE OF LEARNING...AND TO HELP LIBRARIES MEET THE INFORMATIONAL AND EDUCATIONAL NEEDS OF ALL NEW YORKERS. SCHOOL, COLLEGE AND UNIVERSITY LIBRARIES HAVE GROWN TO PLAY A VITAL ROLE IN THE DEVELOPMENT OF OUR STUDENTS...OUR FREE PUBLIC LIBRARIES HAVE BECOME LIFELONG CENTERS OF LEARNING FOR PEOPLE OF ALL AGES IN ALL WALKS OF LIFE. IF YOU WANT INFORMATION TO HELP YOU IN SCHOOL...ON THE JOB...OR SIMPLY TO ENRICH YOUR LIFE...GO WHERE LEARNING NEVER ENDS...YOUR LIBRARY! AS IT CELEBRATES TWO HUNDRED YEARS OF SERVICE AND LEADERSHIP IN EDUCATION, YOUR NEW YORK BOARD OF REGENTS URGES YOU TO USE YOUR LOCAL LIBRARY... AND TO SUPPORT YOUR LOCAL LIBRARY. WORK WITH YOUR BOARD OF REGENTS TO KEEP NEW YORK THE STATE OF LEARNING. THIS MESSAGE IS BROUGHT TO YOU BY STATION _____ AND YOUR NEW YORK BOARD OF REGENTS CELEBRATING ITS BICENTENNIAL YEAR.

IDEA SHEET: NYLA REGENTS BICENTENNIAL COMMITTEE 1984

MEDIA SPOTS

N Y BOARD OF REGENTS
BICENTENNIAL
30 SEC PSA #1 - TV
GOOD THRU DEC. 31, 1984

VIDEO	AUDIO
SLIDE #1 New York: Where Learning Never Ends - The Library	ANNCR: YOUR NEW YORK BOARD OF REGENTS CELEBRATES TWO HUNDRED YEARS OF LEADERSHIP IN EDUCATION WITH A REMINDER THAT THE PLACE WHERE LEARNING NEVER ENDS IS THE LIBRARY. SCHOOL, COLLEGE AND UNIVERSITY LIBRARIES PLAY A KEY ROLE IN THE EDUCATION OF OUR STUDENTS...
SLIDE #2 Variety of users in public library	PUBLIC LIBRARIES ARE LIFE-LONG CENTERS OF LEARNING FOR PEOPLE OF ALL AGES, IN ALL WALKS OF LIFE....IF YOU'RE JOB-HUNTING...IF YOU WANT TO LEARN A LANGUAGE...OR LEARN SOMETHING JUST FOR FUN...GO WHERE LEARNING NEVER ENDS - YOUR LIBRARY!
SLIDE #3 New York: The State of Learning Board of Regents 1784-1984	THIS MESSAGE IS BROUGHT TO YOU BY STATION _____ SALUTING YOUR NEW YORK BOARD OF REGENTS BICENTENNIAL.

IDEA SHEET: NYLA REGENTS BICENTENNIAL COMMITTEE 1984

MEDIA SPOTS

N Y BOARD OF REGENTS
BICENTENNIAL
60 SEC PSA #2 - TV
GOOD THRU DEC. 31, 1984

VIDEO	AUDIO
SLIDE #1 New York: Where Learning Never Ends - The Library	ANNCR: DURING ITS BICENTENNIAL YEAR, YOUR NEW YORK BOARD OF REGENTS SALUTES THE PLACE WHERE LEARNING NEVER ENDS...THE LIBRARY. FOR TWO HUNDRED YEARS, NEW YORK REGENTS HAVE WORKED TO MAKE NEW YORK THE STATE OF LEARNING...AND TO HELP LIBRARIES MEET THE INFORMATIONAL AND EDUCATIONAL NEEDS OF ALL NEW YORKERS.
SLIDE #2 Students in school library	SCHOOL, COLLEGE AND UNIVERSITY LIBRARIES HAVE GROWN TO PLAY A VITAL ROLE IN THE DEVELOPMENT OF OUR STUDENTS. MORE LIBRARIES ARE NEEDED!
SLIDE #3 Users of all types in a public library	OUR FREE PUBLIC LIBRARIES HAVE BECOME LIFE-LONG CENTERS OF LEARNING FOR PEOPLE IN ALL WALKS OF LIFE! IF YOU WANT INFORMATION TO HELP YOU IN SCHOOL... ON THE JOB...OR SIMPLY FOR ENRICHMENT...
SLIDE #4 Use Your Library! Support Your Library!	GO WHERE LEARNING NEVER ENDS - YOUR LIBRARY! AS IT CELEBRATES TWO HUNDRED YEARS OF SERVICE AND LEADERSHIP IN EDUCATION, YOUR NEW YORK BOARD OF REGENTS URGES YOU TO USE YOUR LOCAL LIBRARY...AND TO SUPPORT YOUR LOCAL LIBRARY!
SLIDE #5 New York: The State of Learning Board of Regents 1784-1984	WORK WITH YOUR LOCAL EDUCATORS TO KEEP NEW YORK THE STATE OF LEARNING. THIS MESSAGE BROUGHT TO YOU BY STATION _____ AND YOUR NEW YORK BOARD OF REGENTS, CELEBRATING ITS BICENTENNIAL.

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IDEA SHEET: NYLA REGENTS BICENTENNIAL COMMITTEE 1984

OPEN HOUSE ACTIVITIES

A scheduled "Open House" is an event that can prompt visits by regular customers and newcomers. This is an opportunity to highlight the major features of the library program and services.

PUBLICITY

- Send invitations to organizations, churches, synagogues, colleges, Boards of Trustees, Boards of Education, Superintendents and Principals.
- Send announcements to radio, television, cable and newspapers.
- Distribute flyers printed in English and other dominant languages spoken in the community.
- Place posters in strategic locations.
- Display banner with logo and theme prominently.

PROGRAM

- Have ongoing activities which explain the offerings of the library throughout the day or evening.
- Show that the library is an information place.
- Select an attractive, accessible setting where the visitors will assemble.
- Schedule host/hostess to greet the visitors. Volunteers may be available.
- After a warm welcome, an audiovisual presentation featuring programs and services of the library can be made.
- Guided tours may be conducted. To supplement the personal tour, the tour may be conducted via tape/cassette recording.

  Suggested procedure:

  a) Draw an outline floor plan of the library.
  b) Decide which sections and materials will be featured.
  c) Walk along as you tape, stopping at each item being discussed.
  d) When crossing the room is necessary, say: "Turn off your recorder until you reach _____."
  e) The taped message should answer the major questions which a visitor might have about your facility. Conclude the tape with: "We are happy to have shown you the highlights of our library. If you have any questions, please feel free to ask the librarian when you return this equipment to the desk."

OPEN HOUSE ACTIVITIES

- Demonstrate the use of the new technology.
- Stress: "Learning never ends at the library."
- Distribute bookmarks/annotated bibliographies that will appeal to the visitors and help them understand the services of the library.

INTERVIEW VISITORS

- Select interviewees at random.
- Have specific questions prepared to get reactions to what they have observed that day or evening. Ask their opinions about future plans for the library.
- Use audiotapes or video equipment to record the interviews.

COMMUNITY RESOURCE PERSONS

A feature of the "Open House" may be presentations by persons in the community who are experts in certain fields.

RECEPTION

A reception may follow the activities.

IDEA SHEET: NYLA REGENTS BICENTENNIAL COMMITTEE 1984

THE REGION MEETS THE REGENT

The official launching of the Regents Bicentennial commemoration by the library community is April 1984. This date coincides with the observance of National Library Week and School Library Media Day in New York State. We suggest that a committee be formed to plan "The Region Meets the Regent" program for your Judicial District.

OVERALL THEME FOR STATE

"New York: The State of Learning, 1784 - 1984."

THE MAJOR OBJECTIVES (Commissioner Ambach - July 1, 1983)

1. To focus attention on planning for the next twenty years, to improve the quality of education in this State and to foster and reward excellence;
2. To elevate public concern for education by demonstrating its importance in addressing major societal issues;
3. To deepen understanding of the strength provided to our educational system by the unique comprehensive structure of The University of the State of New York.

THEME FOR THE LIBRARY COMMUNITY

"New York: Where Learning Never Ends - The Library."

LAUNCHING DATE: Early April 1984

SUGGESTIONS

1. Organize a committee which consists of representative groups in the region. (Include parents; school, public, academic and special librarians; trustees; teachers; school board members and other decision-makers.)
2. Make plans for program activities - forum, seminar, panel discussion - followed by a reception.
3. Contact the member of the Board of Regents in your Judicial District. Extend to him/her an invitation to participate. Confirm the following:
   a. date and time
   b. place
   c. purpose
   d. what is expected of the Regent
   e. travel directions
4. Send invitations to the community - parents, teachers, principals, boards of education, trustees, superintendents, other community groups.
5. Publicize the program via television, cable, radio, newspapers, posters and flyers.
6. Invite the press to cover the program.
7. Identify a person to serve as personal host/hostess for the special guests, especially the Regent. Give specific instructions.
8. Videotape the program. The tape will be useful in the future.

THIS EVENT SHOULD FURTHER THE GOALS OF LIBRARIES AND SHOW THAT EXCELLENCE IN EDUCATION REQUIRES QUALITY LIBRARY PROGRAMS AND SERVICE.

IDEA SHEET: NYLA REGENTS BICENTENNIAL COMMITTEE 1984

LOCAL TOUR

In planning a LOCAL TOUR of the library's surroundings, whether it be a county, a city or a ten-block area, emphasis should be placed not only on past events and historical figures but also on contemporary events and people.

Four important components in planning a LOCAL TOUR are discussed below. This information is applicable for any type of LOCAL TOUR which may be of interest in your area. For example, a literary tour of Greenwich Village in New York City could include the homes of the famous writers who live or lived there, the many bookstores, and libraries.

1. RESEARCH

   Librarians always know where to find the answer even if they do not know the answer. Researching a LOCAL TOUR can mean consulting one book or vertical file, or spending many hours compiling information from various sources. If the latter is the case, the information collected should be kept for future reference in a folder, etc.

   Research can also mean covering the area by foot or car, speaking with residents and shopkeepers, and even tracking down area historians. In this way, potential tour guides or on-site informants may introduce themselves. In addition, consulting such sources as local historical societies often provides invaluable primary sources of information.

2. PUBLICITY

   Devote space in the library and in the library newsletter or other publications to publicize the LOCAL TOUR. Area newspapers should also be notified of these events. Both forms of publicity should include photographs of important places and/or persons to be visited on the tour.

   If you include posters or flyers in the library display to advertise the tour, distribute additional ones at local stores and other businesses which have public bulletin boards, free window display areas or open counter space. People pick up information from posters and flyers while standing in a check-out line, whether they are checking out a book or paying for groceries.

3. TOUR HANDOUTS

   Whether the tour is "do it yourself" or an organized group activity, participants always like something to refer to both during and after the tour. Handouts can include: a map; a list of important buildings(including the libraries, the schools, and the homes or officers of famous people); and a short list of articles, books, recordings, etc., mentioning the area.

4. CASSETTE TAPES

   A popular technique in providing information for tours is to prepare cassette tapes. These tapes can then be used by the LOCAL TOUR participants and also be retained by the library for future use.

IDEA SHEET: NYLA REGENTS BICENTENNIAL COMMITTEE 1984

HISTORICAL EXHIBITION

Use the following suggestions to help in the preparation of a historical exhibition:

1. Consult local resources in each area or region where an exhibition seems possible to explore possible sources of:

   display space and materials

2. Contact: Historical societies
   Local Museums
   Schools/libraries

3. Create bookmark bibliographies - tie-ins and
   calendars with Regents' logo
   Hang posters and distribute flyers about local celebrations

4. Have student research papers (on the Regents) on display

5. Display correspondence, papers from the Board of Regents
   Display old Regents' examinations
   Display sample Regents' publications
   Prepare a Fact Sheet in each region - on the history of the Regents and educational activity - for distribution in schools and libraries.

6. Develop slides of Regents' activities, influence and impact on education.

7. Contact local BOCES for exhibit ideas and assistance. Volunteers and local school districts may be found to help mount pictures or mat and frame prints.

8. Consider a historical display of New York State's education networks.

9. Contact mass media (newspapers, radio and television) with articles on the Regents' bicentennial celebration.

   Use radio/TV public service announcements in each region to highlight the celebration (30 or 60 second spots)

   Prepare buttons with theme message and logo.

IDEA SHEET: NYLA BICENTENNIAL COMMITTEE 1984

SKIT: THE REGENTS OF THE UNIVERSITY OF THE STATE OF NEW YORK

This is a skit consisting of two characters, a Young Adult student (Y.A.), a senior in a New York City public high school, and a Reference Librarian (R.L.) in a public library.

Scenario

In order to help the class prepare for the Regents Exams, the teacher has assigned "a million, a zillion questions" about and pertaining to the Regents of The University of the State of New York, and the Regents Competency Tests.

Y.A. Excuse me, are you the Reference Librarian?

R.L. Yes, I am. How can I help you?

Y.A. I called the library a few minutes ago. I need information on the New York State Regents and I was told to come in and ask for you.

R.L. Oh, yes. I have found some reference materials, though not much. However, let's see if it covers the information you need.

Y.A. Oh, man! (pause) Uhmm. I am a senior in High School and my teacher told us that we should know all about the New York State Regents. She gave us a million questions to answer.

R.L. Don't despair! I have here the NEW YORK RED BOOK, the City of New York OFFICIAL DIRECTORY and several pamphlets from the vertical file. These may not be taken out of the library; however you may make photocopies. Fortunately for you, the one circulating book that we own was put aside for you as a result of your phone call. This is the book by Adrienne Forbes - REGENTS COMPETENCY TESTS.

Y.A. Thank you, thank you very much. Here are my questions:
Who are they and why should I care about them?
What does the teacher mean, they? I thought the New York State Regents was a bunch of hard, very hard tests, you know, exams that we had to take and pass in order to graduate from high school.

R.L. That could very well be the reason why your teacher gave your class this assignment with - and I shall quote you - "a million questions to answer." (chuckle - Y.A. and R.L.) The New York State Regents are people, a body of people, a board who mandate statewide exams. Here in the OFFICIAL DIRECTORY is a paragraph pertaining to the REGENTS OF THE UNIVERSITY OF THE STATE OF NEW YORK. It states here that:

> "The Head of the Department is the Board of Regents of The University of the State, composed of 16 members elected by the State Legislature. Term, seven years. There must always be four more Regents than there are Judicial Districts in the State, and there must be at least one resident of each Judicial District. All the members of the Board serve without salary. Vacancies filled for unexpired terms. Terms expire April 1 of the year specified. Statutory age limit, 70 years."

Y.A. Gee whiz! I had no idea.

SKIT: THE REGENTS OF THE UNIVERSITY OF THE STATE OF NEW YORK

R.L. And, in this pamphlet is the answer to "Why should I care about them?"

> "The Regents of The University of the State of New York have broad responsibility for all educational institutions in New York State, including public and private elementary and secondary schools, colleges and universities, museums and libraries. The President of this unique University is also the Commissioner of Education for the State of New York. The Regents govern The University of the State of New York, determining educational policies, incorporating and accrediting colleges and universities, certifying teachers, and awarding college degrees.

Y.A. That's great! Gee, that answers several of the questions -
- How many members serve on the Board of Regents?
- How long do they serve?
- What are their responsibilities?
- What kind of decisions do they make?
- Who appoints them?

Who appoints them. Was that mentioned?

R.L. Yes, it is stated in the OFFICIAL DIRECTORY that:

"the Board of Regents..., composed of 16 members elected by the State Legislature."

Y.A. That's right. Sorry! More questions -
- How was the Board of Regents forumlated?

R.L. Ah, here! In the RED BOOK in the section pertaining to the Education Department there is an answer to that question, which is:

> "The Regents of The University of the State of New York were established and incorporated by act of the Legislature in 1784. Their continuance is provided for by the Constitution of the State."

Let's go on to the rest of the questions.

Y.A. There are so many. Should I just go down the list - just read what I have listed?

R.L. Yes, please do.

Y.A. Man, a zillion questions! OK. Here we go.
- Does it cost anything?
- Why do I have to take the exam?
- Is it hard? What do I get if I get a good mark?
- Can the test be taken over? How many times?
- What if I live in New Jersey?
- Do all prospective high school graduates have to take the test?
- If yes, why? If no, why not?
- What is the passing grade?
- What courses should I prepare for?
- Are there workbooks?
- Does each college require a special Regents score in each subject?
- Does passing the Regents exam make me eligible for grants or scholarships?

SKIT: THE REGENTS OF THE UNIVERSITY OF THE STATE OF NEW YORK

R.L. Take these pamphlets over to that table and go through them in search of answers to your questions. For example, this one contains information that will answer some of the questions you just mentioned such as:

- Are the exams now required in all high schools?
- Are they free?
- Are they given for all academic and business courses?
- Are they given statewide?
- Are they given to set standards for high schools?
- Are Regents exams in Spanish for Spanish language courses?

Uhmm. I see here something about a Regents diploma and a local diploma.

Oh! By the way, this book, REGENTS COMPETENCY TESTS, contains sample Mathematics, Reading and Writing Regents exams. You may borrow this for three weeks if you have a library card. Good luck!

Y.A. Thank you!

IDEA SHEET: NYLA REGENTS BICENTENNIAL COMMITTEE 1984

HOW TO PREPARE A COMMEMORATIVE CALENDAR

1. Theme: Choose an appropriate theme such as, New York: Where Learning Never Ends - The Libraries.

2. Time Period: Will the schedule be a fiscal year, a calendar year or an academic year? The production time frame and the date or occasion which you are celebrating will be the most important factors to consider.

3. Style: Decide whether your calendar will be a wall calendar or a desk top calendar. Factors to consider: (a) Wall calendar requires approximately 14 illustrations (12 months plus 2 covers), less paper and less printing plates. It is, therefore, easier to illustrate and costs less to produce. (b) Desk top calendars require 53-54 illustrations (one for each week and the cover), require more paper and more printed masters. They are more expensive to produce, require more graphic material and cost more to mail. However, they are more handsome and certainly more likely to attract customers.

4. Financial Considerations: (a) How wide will the distribution of the calendar be? How many copies should be printed? (b) Will the calendar be distributed free? How will you obtain outside funding for the publication? Possible solutions: Chamber of Commerce, College's Alumni Assn., community trust, a coalition of libraries and other cultural institutions each pledging to cover an equal share of expenses, a foundation grant, private donors. (c) Will the calendar be partially subsidized? Will either all or part of the cost of production be recovered from sales? If the calendar will be sold, what will be the break-even point? What will be your routes of distribution? (d) Where and how will you advertise the calendar?
You will also need to consider whether your calendar will be a one-color or multi-colored printing process.

5. Research: One person or one committee should be charged with the activity of preparing copy for the calendar. Calendar copy consists of the number of illustrations, photographs, etc., which are required for the style of calendar chosen as well as detailed information regarding specific dates and holidays. In seeking illustrations be sure that you are collecting materials suitable for reproduction. For example, black and white photographs or illustrations are necessary if you have chosen a one-color printing process. In general, you will need a list of all national, state and local holidays, religious holidays, and so forth, also dates specific to your theme. If New York: Where Learning Never Ends - The Libraries happens to be your theme, you might want to include: birthdates of New York State authors, birthdates of librarians who shaped the kind of library service delivered in New York State, founding dates of important libraries or library shcools, professional library organizations and library cooperatives, dates of significant library legislation in New York State, dates that represent significant events in the 200-year history of the New York State Board of Regents, dates that represent significant events in the history of New York State and, more specifically, in the region or locality that your library serves. For example, the date of incorporation of a town or village, the founding date of the local historical society, etc.

HOW TO PREPARE A COMMEMORATIVE CALENDAR

SUGGESTED RESOURCES:

Photographs for Calendar Use

When the old family album is exhausted for ideas, turn to the local collections at the public library, historical societies, and to people in the community. County, State and regional archives are potential sources for the "right" photograph. When selecting photographs for calendars, choose those which immediately arrest the eye. A cow grazing on the lawn of the county courthouse is more interesting than an isolated building. The "cow" in the photo immediately sets up a time frame: there are no automobiles. We immediately sense another time and another place. Finally, seek the technical advice from the production person at the printing company. Not all old photos are suitable for reproduction. Be sure to clear all copyright information from the known photographic sources.

Below is a sample of United States Government resources as well as commercial firms supplying search and photographic services:

New York Times
Ms. Shirley Baig, Room 301
New York Times
229 West 43rd St.
New York, NY 10036
(212) 556-1243

Black Star Publishing, Inc.
Mr. Howard Chapnick
Black Star Publishing, Inc.
450 Park Avenue South
New York, NY 10016
(212) 679-3288

Harris and Ewing
Historical Picture Service
17 N. State St.
Chicago, IL 60602
(312) 346-0599

Keystone
Keystone Press Agency, Inc.
170 Fifth Avenue
New York, NY 10010
(212) 924-8123

United Press International
United Press International
220 East 42 St.
New York, NY 10017
(212) 682-0400

King Features
King Features Syndicate
235 East 45 St.
New York, NY 10017
(212) 682-5600

Brown Brothers
Brown Brothers
P. O. Box 50
Sterling, PA 18463
(717) 689-9688
Harry B. Collins, Jr.
Owner: Meredith Collins

PWW-Wide World Photos
Wide World Photos, Inc.
50 Rockefeller Plaza
New York, NY 10020
(212) 262-6300

P3L - Three Lions, Inc.
Librarian
Three Lions, Inc.
150 Fifth Avenue.
New York, NY 10010
(212) 682-0400

Underwood and Underwood
Underwood Photo Archives, Ltd.
3109 Fillmore St.
San Francisco, CA 94123
(415) 346-2292

Associated Press (see Wide World Photos)
PME-Acme
see: United Press International
PNT-International Pressphotos
see: United Press International
PPA-Press Association
see: Wide World Photos
PPX-Pix, Inc.
address unknown
PBC-British Combine
address unknown

SUGGESTED RESOURCES (cont'd)

The Fenimore Book Store
New York State Historical Association
Cooperstown, NY 13326

Picture Portfolios. Each Picture Portfolio is a compact boxed portfolio consisting of 50 black and white photographs or illustrations, printed on 11x14 durable paper with a separate four-page illustrated text insert. With the complete set you can arrange interchangeable exhibits. There are seven portfolios: "FARM LIFE TODAY," "GROWING UP BLACK," "THE LOWER EAST SIDE," "MAIN STREET," "ERIE CANAL," "NEIGHBORS ON THE BLOCK," "OPEN SPACE IN THE INNER CITY." $8.00 each. $56. per set

Slide Sets of Photographs Listed in National Archives and Records Service Select Audiovisual Records Leaflets

Complete sets of slides of all photographs listed in the Select Audiovisual Records leaflets may be ordered from the Cashier (NABC), General Services Administration, Washington, DC 20408. Make checks payable to NATF (NNVP). For the current prices of individual prints, negatives, and slides or of a slide set on 35mm positive microfilm, write to the Still Picture Branch (NNVP), General Services Administration, Washington, DC 20408.

Indians in the United States
American Indians, their homes and activities, ca. 1833-1941, by John K. Hillers, Karl Bodmer, William S. Soule, Henry Peabody, and others. 194 photographs, black and white only.
Slide set: $30

The American West, 1848-1912
The great western expeditions, military life, pioneer towns, Indians, transportation, and mining, by well-known and amateur photographers. 196 photographs, black and white only.
Slide set: $30

Pictures of the Civil War
Civilian and military activities, including personnel, equipment, and battlefield scenes, by Mathew Brady, Timothy H. O'Sullivan, George N. Barnard, and others. 203 photographs, black and white only.
Slide set: $30

Pictures of the Revolutionary War
Events leading to war, the Declaration of Independence, military campaigns, and portraits of Colonial and British leaders and foreign allies. 140 photographs of artworks, black and white only.
Slide set: $30

United States Navy Ships, 1775-1941
The American Navy from sailing ships to submarines, including steamships, aircraft carriers, auxiliary ships, battleships, cruisers, destroyers, patrol vessels, and torpedo boats. 184 photographs, black and white only
Slide set: $30

Negro Art from the Harmon Foundation
Black American art, including portraits of outstanding American blacks, art exhibits, and workshops, 1928-67, 175 photographs.
Slide set: $30, black & white only
$45, black and white (120 slides) and color (55 slides)

Contemporary African Art from the Harmon Foundation
From Cameroon, Congo, Ethiopia, Ghana, Liberia, Mozambique, Nigeria, Rhodesia, Senegal, Sierra Leone, South Africa, Sudan, Tanzania, Uganda, and Zaire. 245 photographs.

Slide set: $30, black and white only
$45, black and white (125 slides) and color (120 slides)

The American City
Lithographs and engravings of 19th-century cities; photographs of skylines, urban streets, transportation, upheavals, and disasters; and 20th century art reflecting urban themes. 170 photographs.

Slide set: $30, black and white only
$45, black and white (147 slides) and color (23 slides)

6. Printing: The choice of printer should be determined by consideration of a variety of factors including: (a) the cost of commercial printing, (b) availability of in-house printing facilities, (c) ability and/or willingness of the printer to work within the time constraints involved (e.g. a college print shop may not be able to produce special jobs at certain times during the year), (d) availability of special equipment for reproduction of color photographs, and so forth, (e) willingness of the printer to provide some direction for layout and design in the event that you will be doing your own layout.

   No matter what printing arrangements are made, be sure that one person communicates the will of the calendar committee to the printer. If camera-ready copy is to be submitted to the printer, be sure that it has been proofread at least twice (preferably by different individuals) and that it is error-free. If the printer is providing you with galleys, be sure that they are carefully proofread before your contact person gives the final print order. If you make corrections on the first galleys, insist that you get approval on a second set of galleys before the final print order is issued.

7. Layout and Design: Depending upon your personnel and financial resources, there are several options available to you: (a) seek resident expertise in layout and design in your own organization or in your parent institution. For example, the central office of a school system, the public relations department, the college print shop, or the central branch of the library system may have a graphic artist who can work with your prepared copy. (b) hire the services of a graphic designer through a commercial print shop or identify a talented student or community member who can be hired to work on the project. (c) prepare your own camera-ready copy using available equipment. The cheapest and easiest way to do this is by using press-type. Be sure to consult with the printer who will do the final publication of the calendar before you prepare your own layouts. If you choose the press-type route, you will require the printer to do some amount of photo reduction.

IDEA SHEET: NYLA REGENTS BICENTENNIAL COMMITTEE 1984

BICENTENNIAL MOBILE

Materials Needed:

1 piece of foam core board 30" x 40" (This will yield about 20 mobile pieces 4" x 12" or 10 pieces 6" x 18".)

Rubber cement

1 T-square ruler

Matte knife

Strong, thin string or light fishing line

Bicentennial logo and lettering

Construction:

The mobile will consist of two equal pieces of foam core board cut and notched so that they can be conjoined at their centers to form a four-armed, eight-faced mobile. The size will be determined by the use made of the logo and lettering so that all eight sides will be covered. One piece of foam core board should produce ten mobiles (4" x 12") or five mobiles (6" x 18").

Your design, utilizing the logo and lettering, should be drawn before the board is cut. Duplication of this design by photocopying can then be done so you will not have to repeat the design for each mobile. After the optimum number of mobile pieces have been cut from the foam core board the designs are then pasted to the pieces. The pieces are then carefully measured for their centers, where they are notched half way through the short side of the piece and conjoined to the matching piece which has been notched to complement the first. String or thin fishing line is then fastened to the mobile at its center so that it can freely swing in the breeze. The cut pieces should look like Figure A and when assembled like Figure B.

Figure A

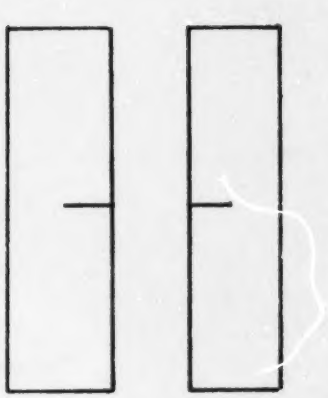
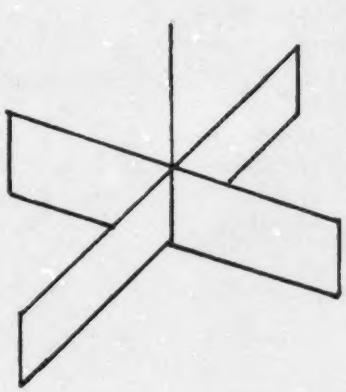


Figure B



IDEA SHEET: NYLA REGENTS BICENTENNIAL COMMITTEE 1984

DISPLAYS AND EXHIBITS

Shopping malls, local fairs, or special celebrations are excellent places to promote the Regents' Bicentennial, and, not incidentally, word of your own library's services and activities.

Here is a short checklist to consider when planning a window display, or setting up a card table/booth:

POSTER/BANNER HEADING: "THE _____ LIBRARY JOINS IN CELEBRATING THE NEW YORK STATE REGENTS' BICENTENNIAL." or "THE _____ SALUTES THE NEW YORK STATE REGENTS' BICENTENNIAL YEAR - 1984"

LOCATION: Select a site which will work best for you; consider good walk-by traffic, space for crowd to gather and see your display. Stay away from food distribution stands.

SIGNS:
- large sign or banner for initial impact
- smaller signs with details
- copies of the Regents' Bicentennial poster
- posters promoting your own library
- photographs of area Regent, and/or library personnel

EQUIPMENT: Card table or easy to set up booth; chairs; name tags for those staffing the table/booth; racks and easels for displays; lighting if necessary; magic markers; small hammer; thumb tacks/ push pins; masking tape; scissors; pencils/pens(especially if you are going to have some sort of registration or sign-in)

PUBLIC RELATIONS: Posters in library and surrounding businesses telling location and hours of the special exhibit or display table.
-Announcement over the "Community Bulletin Board" -- type service over the local radio/TV facility.
-Directional signs in the area of the activity showing the way to the exhibit/display table, etc.
-Notices in the local community or neighborhood newspaper.

MATERIAL FOR DISTRIBUTION ON SITE:
-Regents' Bicentennial brochures
-Local Library flyers, brochures, bookmarks, etc.
-Local calendar of events
-Information items on other University of the State of New York Institutions in the local area
-Giveaways such as - balloons, lollipops, bumper stickers, buttons, trivia forms, etc.

IDEA SHEET: NYLA REGENTS BICENTENNIAL COMMITTEE 1984

HOW TO SPONSOR A "TRIVIA" CONTEST

1. Establish an overall theme - e.g., the history of New York State, education in New York State, libraries of New York State, etc.

2. Identify a series of prizes and the total cost of the awards to the sponsors. Possibilities include:
   - -cash awards (top 3 prizes)
   - -textbook vouchers (top 3 prizes)
   - -certificates of merit
   - -cafeteria certificates (hot dog, hamburger, fries, sodas)

3. Obtain funding for prizes. Possible sources might include co-sponsorship by:
   - -parent organizations
   - -alumni organizations
   - -student clubs
   - -friends of the library

4. Construct the questions:
   - -a maximum number of questions should be established. In no case should the contest exceed 100 questions
   - -questions should be clearly worded
   - -questions should be drawn only from the materials in the Library which is sponsoring the contest
   - -questions should be drawn from all information formats - books, magazines, cassette tapes, video cassettes, films, documents, etc.
   - -set up an official entry blank/answer sheet

5. Construct the rules of entry:
   - -who may participate?
   - -what is the deadline?
   - -where will the entries be submitted?
   - -will the entries be timed so that you can distinguish between possible award winners with identical scores? (If so, be sure to provide some timing arrangements at the place of submission.)
   - -what are the criteria for awarding prizes?
   - -what will happen in the event of a tie?
   - -who will judge the entries?
   - -when will the awards be conferred?

6. Publicity should include announcements in newspapers, on local radio and cable stations (if applicable), handouts at the library and at public assembly points in the parent institution - the cafeteria, student lounges, etc. Word of mouth is the best advertisement.

IDEA SHEET: NYLA REGENTS BICENTENNIAL COMMITTEE 1984

BOOKMARK

THE REGENTS BICENTENNIAL

1784-1984

(Regents Logo)

The Regents, established by the Legislature in 1784 and further provided for by the State Constitution, comprises the oldest continuous state board of education in the United States. There are now sixteen Regents, one from each of the State's judicial districts and four elected at large. The Regents, who serve without compensation are elected by the Legislature for terms of seven years each.

The University of the State of New York, over which the Regents preside, is the most comprehensive educational organization in the world. It embraces all of education in New York State from kindergarten through graduate and professional school and includes libraries, museums and other institutions.

The Regents supervise the preliminary education requirements for admission to the practice of law, medicine, dentistry, veterinary medicine, pharmacy, optometry, podiatry, massage, engineering and land surveying, architecture, opthalmic dispensing, psychology and to practice as a registered or practical nurse, a certified accountant, certified shorthand reporter and a chiropractor.

FOLD

IN CELEBRATION OF THE BOARD OF REGENTS BICENTENNIAL

(Regents Logo)

HISTORICAL FOUNDING DATES

1818 State Library

1820 Mechanics Library (New York City)

1820 Mercantile Library (New York City)

1829 Library for Seamen (New York City)

1853 Librarians' Convention held at CUNY

1859 Library Newspaper Reading Room Cooper Union (New York City)

1876 Library Periodical Library Journal published in New York City at 50 cents an issue

1885 Library Society (local) New York Library Club in New York City

1887 Library School (Systematic) was School of Library Economy at Columbia University

1889 New York State Library School (Albany)

1890 New York Library Association

1892 Library Loan made by a State Library to a Local Community

1938 Library Chair Endowed by a Library School at Columbia University

1965 Bureau of School Libraries (Albany)

1973 Metropolitan Reference and Research Library Agency (METRO)

PREPARED BY THE NEW YORK LIBRARY ASSOCIATION

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NYLA REGENTS BICENTENNIAL COMMITTEE 1984

REPORT Certificate of Participation will be sent upon receipt of this form

Library _____

Name of Special Guests and Titles: _____

_____

Chair of Committee: _____

Address of Chair: _____
zip code

Organizations Involved in Planning: _____

_____

_____

Type of Event (check): __ Reception __ Open House
__ Seminar __ Discussion
__ Symposium __ Other _____

Enclose copies of program and other supporting materials

Site: _____

Attendance: _____

Self-Evaluation:

Committee Members:

Submitted by: _____
(name and title)

Address: _____

Please return to: Lucille C. Thomas, Chair
NYLA Regents Bicentennial Committee
1184 Union St., Brooklyn, NY 11225